



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

PERS-661F
24 APR 01

OPNAV INSTRUCTION 1752.1A CHANGE TRANSMITTAL 2

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field
addressees not having Navy personnel attached)

Subj: SEXUAL ASSAULT VICTIM INTERVENTION (SAVI) PROGRAM

Encl: (1) Revised pages 8 through 11 and page 18
(2) Revised page 3 of enclosure (7)

1. Purpose. To modify and update certain provisions of the Sexual Assault Victim Intervention (SAVI) Program to reduce the administrative workload associated with the program's reporting procedures per recommendations of the Fleet Review Board and approved by Chief of Naval Operations.

2. Action

a. Remove pages 8 through 11 and page 18 and replace with enclosure (1) of this change transmittal.

b. Remove page 3 of enclosure (7) and replace with enclosure (2) of this change transmittal.

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reluctant to be interviewed personally by investigators or other authorities, alternative methods of exchanging information (as identified in enclosure (6)) may be used.

(6) Victim privacy should always be protected. Privacy is a key issue in any sexual assault case. Victims' records must be maintained per references (j) and (k). All Navy personnel who are involved with sexual assault victims should ensure case related information is shared only for official purposes with those who have a need to know. Sensitivity to victim privacy is paramount.

13. Victim Counseling. Regional or installation commanders, as appropriate, shall identify an agency or facility to provide psychological and supportive counseling for sexual assault victims. Navy FSCs or MTFs may provide such counseling if staffed with properly trained counselors. For installations which do not have access to either an FSC or MTF, or where an FSC or MTF is not suitably staffed with trained counselors, an MOU should be established with local, qualified community resources.

R) 14. Data Collection and Reporting. Incidents of sexual assault will be reported to the responsible Echelon 2 command (e.g.; Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT); Commander in Chief, U.S. Pacific Fleet (CINCPACFLT); Chief of Naval Education and Training (CNET); Commander, Naval Sea Systems Command (COMNAVSEASYS COM); etc.) via SITREP per the format for reporting sexual assault incidents contained in reference (1). Include in the SITREP the data elements contained in the Sexual Assault Data Collection Report Form (NAVPERS 1752/1 (appendix A of enclosure (2) to reference (a)) per the following guidelines:

a. If the victim is a Navy member or family member, the victim's/sponsor's command will report to its Echelon 2 command and info all intermediate commands.

b. If the victim is not a Navy member (and not a family member) but the alleged offender is a Navy member, the alleged offender's command will report to its Echelon 2 command and info all intermediate commands.

c. If both the victim and offender are Navy members, the victim's command will report to its Echelon 2 command and info all intermediate commands and the command of the alleged offender.

d. If neither the victim nor alleged offender is a Navy member, the commander of the installation or activity where the sexual assault occurs will report to his/her Echelon 2 command and info all intermediate commands.

e. Commanding officers will ensure that a SITREP is sent to the Chief of Naval Operations (CNO (N1)) and Navy Personnel Command's Counseling, Advocacy and Prevention Branch COMNAVPERSCOM (PERS-661) and Personnel Performance and Security Division COMNAVPERSCOM (PERS-83) (info all intermediate commands within 24 hours of the report of all allegations of sexual assault that involve victims who are family members, active duty victims and alleged offenders, Reservists on active duty, or active members of another Service assigned to a Navy command at the time of the incident, regardless of location. SITREPs must also be submitted on incidents involving civilians sexually assaulted on property under DON jurisdiction. The SITREP should be drafted per the format in reference (1). Per guidelines in paragraphs 14a through 14d, commands responsible to include victim base data in their initial SITREP content all mandatory data elements previously contained in reporting form NAVPERS 1752/1 (appendix A of enclosure (2) to reference (a)), and as many of the remaining data elements that are available at the time of the initial SITREP. NAVPERS 1752/1 can serve as a recording/reporting tool for capturing information required for inclusion in the initial and follow-on SITREPs.

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f. Continuation (status)/follow-on SITREPs will be used to provide new or revised information only and must be submitted to CNO (N1) (info COMNAVPERSCOM (PERS-661) and (PERS-83)) at least monthly until final, official resolution of the case, or the commander responsible for monitoring the case makes a determination that further monitoring is not possible. Final, official resolution refers to completion of investigative, disciplinary/criminal, and/or administrative actions (e.g., defendant found guilty/not guilty, case determined to be unsubstantiated or false, alleged perpetrator administratively separated).

g. Incidents involving both sexual harassment and sexual assault must be reported in accordance with requirements in this instruction and with existing policy on sexual harassment, reference (m).

h. The data will be used for statistical purposes. The collection of accurate data on sexual assault is critical to program planning, to assist in the development of appropriate procedures and precautions to reduce the risk of further incidents of sexual assault, and to ensure a standardized victim-sensitive system to prevent and respond to sexual assault Navy-wide. It is intentionally devoid of any individual identifiers in order to maintain victim and alleged offender confidentiality.

R) 15. Responsibilities

a. Commander, Navy Personnel Command (COMNAVPERSCOM). COMNAVPERSCOM is responsible for implementing this program. The program will be administered by the Assistant Commander for Personal Readiness and Community Support (PERS-6) who shall

- (1) Establish program policy and procedural guidelines;
- (2) Plan for and distribute fiscal, personnel, and program resources in coordination with major claimants;
- (3) Develop training curricula and other support materials necessary for sexual assault awareness and prevention training;
- (4) Coordinate training requirements with the Judge Advocate General (JAG) and Commander, Navy Legal Service Command (COMNAVLEGSVCCOM) for personnel involved in the prosecution of sexual assault offenses;
- (5) Coordinate with the Director of Naval Training (CNO (N7)) to provide specific training for Master-at-Arms rating conversion trainees involved in preventive sex crime education and victim response activities;

(6) Coordinate training requirements with Director, Naval Criminal Investigative Service (NCIS) for those personnel involved in the investigation of sexual assault incidents;

(7) Coordinate training requirements with Chief, Bureau of Medicine and Surgery (BUMED) for personnel involved in the administration of the sexual assault program and in medical response to victims of sexual assault;

(8) Coordinate training requirements with JAG for those personnel involved in the legal aspects of sexual assault cases.

(9) Ensure sexual assault awareness and prevention training is incorporated into all Navy alcohol/drug abuse prevention education due to the high correlation between alcohol abuse for both perpetrator and victims. Training and treatment programs emphasize the relationship between the use of alcohol, drugs, and sexual assault, and advise trainees, clients, and patients that individuals are accountable for illegal acts committed while under the influence of alcohol and/or drugs as provided by reference (n);

(10) Develop and implement a public awareness plan which publicizes and promotes SAVI Program services;

(11) Monitor and assess SAVI Program effectiveness;

(12) Establish a central database which contains information on incidents of sexual assault. Collect and analyze data from Navy commands and/or installations related to incidents of sexual assault; and

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(13) Provide technical assistance and consultation to FSCs, MTFs, and other commands responding to sexual assault incidents.

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b. Director, NCIS shall ensure NCIS agents receive training in sensitivity to sexual assault victims, dynamics of sexual assault, basic community information and referral, and appropriate law enforcement/investigative responses. NCIS has a key role in

1. Commanding Officers of MTFs shall

(1) Establish procedures for the care, evaluation, and medico-legal documentation in all cases of sexual assault that are in compliance with reference (p);

(2) Establish procedures to provide necessary information contained in Form NAVPERS 1752/1 (appendix A to enclosure (2) in reference (a)) to the appropriate command DCC for inclusion in initial and follow-on SITREPs as defined in paragraph 2 of enclosure (7);

(3) Ensure that eligible victims receive necessary health care through all available resources.

- R) 16. Forms. NAVPERS 1752/1 (Rev. Oct 99), Sexual Assault Incident Data Collection, S/N 0106-LF-20-2900, is available in the Navy supply system per CD-ROM NAVSUP PUB 600(NLL). NAVPERS 1752/1 (Rev. 9-99) may be reproduced from appendix A to enclosure (2) of reference (a). It can be utilized as a tool for the recording and collection of the data elements required to complete initial and follow-on SITREPs for sexual assault incidents as defined in paragraph 2 of enclosure (7).

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criminal, and/or administrative actions (e.g., defendant found guilty/not guilty, case determined to be unsubstantiated or false, alleged perpetrator administratively separated).

3. Reporting Responsibility

a. The command DCC will be responsible for obtaining data elements through a coordinated effort with all agencies involved in the reporting, investigation or prosecution of sexual assault.

b. The DCC will then ensure that NAVPERS 1752/1 (appendix A to enclosure (2) to reference (a)) data elements are sent via SITREP within 24 hours of the receipt of the allegation of a sexual assault incident. Specific instructions for completing NAVPERS 1752/1 are provided in appendix A to enclosure (2) of reference (a). NAVPERS 1752/1 can serve as a recording/reporting tool by DCC for capturing information required for inclusion in the initial and follow-on SITREPs. (R)

c. The DCC should monitor the progress and outcome of any known Navy-related sexual assault incidents. A concerted effort is required in cases in which an assault occurs outside the investigative and legal jurisdiction of the military, such as when the alleged offender(s) is not an active duty member or when case is being prosecuted by civilian authorities. In cases in which an assault is being investigated and prosecuted by civilian authorities with little or no military involvement, local military officials (e.g., NCIS, military police, staff judge advocates, etc.) should contact their civilian counterparts and arrange for sharing of information. Overseas locations should establish guidelines for interaction within local Status of Forces Agreements (SOFA). The DCC should ensure that the comment is in the SITREP, when a case falls under the jurisdiction of the civilian judicial or law enforcement system, and information is not readily obtainable. (R)